

Fulton County Community Development Block Grant FY 2015/2016/2017 Application Process, Policies and Requirements

Welcome to the Fulton County Housing and Human Services Department's fiscal years 2015, 2016 and 2017 Community Development Block Grant (CDBG) application cycle. CDBG funds are annual entitlement grants the County receives from HUD under Fulton County's Consolidated Plan. The CDBG Program is designed to provide housing and services, improve living conditions and expand economic opportunities principally for low- and moderate-income persons.

This booklet contains three (3) different applications; (1) Public Improvements and Public Facility, (2) Public Service and Economic Development and (3) Affordable Housing. Please review the first page of each application and the accompanying Program Manual to determine which application form best suits your proposed activity. If you have questions in making this determination, please contact a CDBG Program Staff person at the telephone numbers provided on page xi. Program staff is available to assist throughout the application period, Monday, April 14, 2014 – Friday, June 13, 2014.

Please note the following submission requirements:

1. **Your agency must be able to meet the criteria below.** If your agency cannot provide documentation to demonstrate that it meets all of the criteria below, your application will not be considered for funding.

REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
<p>Applicant must have had non-profit 501(c)(3) status for at least two full years, or have two full years of operating experience under another non-profit entity which meets this criteria, <i>or</i> be a governmental entity proposing to serve Fulton County residents outside of the City of Atlanta, Roswell and Sandy Springs.</p> <p><i>For-Profit organizations may only apply for CDBG funds to be used for economic development activities that assist microenterprises.</i></p>	<p>Copy of 501 (c)(3) Exemption from IRS and Copy of Certificate of Incorporation from the Secretary of State.</p> <p>N/A for Government Agencies.</p> <p><i>For-Profit organizations must create and/or retain jobs for low- to moderate-income residents of Fulton County outside the city limits of Atlanta, Roswell and Sandy Springs.</i></p>
<p>Applicant must be registered and licensed to do business in the State of Georgia at the time of application.</p>	<p>Copy of current applicable registration and licenses.</p>
<p>Applicant must have at least 12 months experience in an area directly related to the proposed activity, or be partnered with a non-profit which has such experience, or have principal staff with such experience.</p>	<p>Documentation may include description of prior year activities and accomplishments, partnership agreements, and resumes of principal staff.</p>

REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
Applicant must have a financial statement, which covers at least 12 months of operation, prepared by a qualified accountant or CPA. If agency has an annual income which exceeds \$100,000, the applicant must have conducted an annual independent audit. This audit must be no older than 12 months prior to the submittal date of the application.	Two copies of the audit or financial statement, which meets the criteria described, must be provided with the application. N/A for Fulton County Interagency Applications.
Applicant must submit a copy of written financial management procedures for the agency, including staff responsibilities and required procedures.	Copy of written financial management procedures. N/A for Fulton County Interagency applications
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Applicant must obtain gap financing of 50% or more, which covers at least 12 months of operation for the project or service. Applications must document other funding sources that are committed to the proposed activity, public service or other eligible activity utilizing CDBG funds.	Documentation may include award letters, submitted applications with receipt stamped, in-kind support letters, etc. and specifying year/time of award.
Applicant must attend one of the three Application Preparatory Workshops prior to submittal date of the application.	The Application Preparatory Workshops are: April 21, 2014 @ 10:00 AM – Fulton County Government Center, 141 Pryor Street, SW, Assembly Hall, Atlanta, GA 30303 April 28, 2014 @ 6:00 PM – South Fulton Service Center, 5600 Stonewall Tell Road, Auditorium, College Park, GA 30347 May 5, 2014 @ 6:00 PM – Alpharetta YMCA, 3655 Preston Ridge Road, Alpharetta, GA 30005
All parts of the Application must follow the order for presenting information as is presented in the CDBG application, be fully completed and submitted on time.	All applications received that do not follow the prescribed format or provide all requested information will not be considered for funding.
All applications will be time/date stamped upon receipt. There will be no exceptions for the submission of any applications to Fulton County occurring on Friday, June 13, 2014.	The application must be received by Friday, June 13, 2014 at 4:00 PM to: Fulton County Housing and Human Services Department, 137 Peachtree Street, SW, Atlanta, GA 30303 Attn: CD Manager @ (404) 613-7944
Agencies that are currently receiving County CDBG funds who are also applying for year 2015, 2016 and 2017 CDBG funds must comply with all terms of their current contract agreement and must not have any outstanding monitoring findings.	All current applicants will have monitoring reports on file and presented to the review committee upon recommendation of funding.
Non-profit agencies must have an active Board of Directors and must submit a Board of Director's membership list with their application and acknowledge the Non Conflict of Interest Certification of each application.	The active Board of Directors must be representative of the community of Fulton County. The agency must sign the Non Conflict of Interest Certification contained within each application.
Applicants must complete the budget summaries for years 2015, 2016 and 2017 specifying the amount of funds requested from each year. Applicants may apply for FY 2015 funds only, FY 2016 only, FY 2017 funds only, or funds from two or three years.	For agencies receiving multiple year funding commitments, the allocation will be dependent upon the County's receipt of federal funds and the applicant's performance in the previous contractual period.

REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
<p>The amount of funding awarded to an applicant for each program year will be based on the amount of funding received from HUD and the implementation schedule provided for the project. It is important that the implementation schedule detail the major components of the project or program, the timing of each component and the projected drawdown dates. This information must be included as Attachment E of the application.</p>	<p>The County will award funding for each program year based on the ability of applicants to expend funds timely and in accordance with the contractual agreement for each fiscal year, which runs from January 1st through December 31st of each year.</p>
<p>The CDBG Program has limited funding; therefore, the County will emphasize the award of funds for the priorities it has identified in its Consolidated Plan, as well as to agencies that have multiple funding sources for their project or service.</p>	<p>See page vi, <i>Fulton County Priorities</i>.</p>
<p>Applications must be for an eligible CDBG activity as prescribed by HUD regulations and meet a national objective.</p>	<p>For low- and moderate-income benefit projects and services, income limits are on page ix, to assist applicants in determining income eligibility. Applicants should clearly document the numbers of projected beneficiaries in each income category (30%, 50%, or 80%) who will be served by the proposed project or service funded with CDBG.</p>
<p>Applicants who wish to submit an application for the elimination of slum and blight or urgent need must consult with the County prior to submitting an application.</p>	<p>Refer to Section II and IV of the Program Manual for a description of the slum & blight and urgent need national objective criteria.</p>
<p>Applications should present evidence that the project or service to be funded with CDBG funds will meet a HUD national objective, which in the County usually means the proposed activity will primarily benefit low- and moderate-income persons outside the Cities of Atlanta, Roswell, and Sandy Springs. These cities receive their own CDBG allocation and the County's intent is to provide benefits to Fulton County residents living outside the Cities of Atlanta, Roswell, and Sandy Springs.</p>	<p>Applicant facilities may be located within the cities of Atlanta or other jurisdictions, but beneficiaries of the County's program must primarily be residents living outside of Atlanta, Roswell, and Sandy Springs. Proof of service to Fulton County beneficiaries must be presented in the application.</p>
<p>Each applicant must submit one (1) original and two (2) copies of their entire application submission.</p>	<p>The original must contain original signatures.</p>

2. Fulton County operates a multi-year funding cycle. In this funding cycle, fiscal years 2015, 2016 and 2017 CDBG funds will be committed. The multi-year funding cycle will allow non-profit agencies and municipalities to receive funding commitments for one to three years. This will reduce repetitive procurement procedures for construction projects requiring more than one year of funding such as bid specification development and advertising for contractors. It will also allow non-profit agencies more time for developing and delivering services by reducing time spent seeking grants and by helping to leverage other funding.
3. The amount of funding awarded to an applicant from each program year will be partially based on the implementation schedule provided for the project. It is important that the implementation schedule detail the major components of the project or program, the

timing of each component and the projected drawdown dates. This information must be included as Attachment E of the application. The County will award funding from each program year based on the ability of applicants to expend funds within each program fiscal year, which runs from January 1st thru December 31st of each year.

4. Although multiple years of funding may be committed at one time, funding for reimbursement will be available on an annual basis as it is received by the County from HUD. Historically, the County has received the CDBG funds in May of each year. Therefore, fiscal year 2015 funds are anticipated to be available for reimbursement in May 2015, fiscal year 2016 funds are anticipated to be available for reimbursement in May 2016, and fiscal year 2017 funds are anticipated to be available for reimbursement in May 2017. Agencies will need to consider this in the planning of their programs and projects expenditures.

Instructions for Completing the CDBG Application

The instructions to non-profit agencies and governmental entities for the completion of the 2015/2016/2017 CDBG application for project or service funding are as follows:

1. Please read the entire CDBG application and Program Manual prior to submitting an application for funding.
2. Complete the application form that best matches your proposed activity. If you need assistance in determining which application form to use, please contact a CDBG staff member at one of the telephone numbers listed on **page xi**.
3. Provide *all* required information. **Incomplete applications will not be considered and are automatically disqualified. There is no “Cure” period for any missing items after the applications’ submission deadline.**
4. Use the first page of the application form as the first page of the total application document submitted.
5. Separate applications per each activity or service must be submitted if funding is being requested from more than one major funding category (e.g public improvements and facilities, public service/economic development and affordable housing).
6. Submitted applications **must** follow the format of the application document in the presentation of information. Questions should be retyped as they are presented in the application. Information in table format must be submitted as presented.
7. All requested attachments must be submitted with the application.
8. Completed applications must be submitted by **Friday, June 13, 2014 at 4:00 p.m.** Late applications will not be accepted. **Applications will be time and date stamped upon receipt by Fulton County Housing and Human Services Department located at 137 Peachtree Street, SW, Atlanta, GA 30303. Applications hand delivered or postmarked upon receipt after 4:00 p.m. on Friday, June 13, 2014 will not be accepted.**
9. Each potential applicant **must attend** one application preparatory workshop to assist them with the preparation of their application and to review program revisions that may have occurred since the previous application cycle. Refer to **page vi** for dates of scheduled application preparatory workshop meetings.

Application Preparatory Workshop Meetings Schedule

For the Years 2015, 2016 and 2017 CDBG application cycle, the County has established the following dates and locations for application preparatory workshop meetings to help applicants prepare their proposals:

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Monday	April 21, 2014	10:00 a.m.	Fulton County Government Center, Assembly Hall 141 Pryor Street, S.W. Atlanta, GA 30303
Monday	April 28, 2014	6:00 p.m.	South Fulton Service Center Auditorium 5600 Stonewall Tell Road College Park, GA 30303
Monday	May 5, 2014	6:00 p.m.	Alpharetta YMCA Summit Room 3655 Preston Ridge Road Alpharetta, GA 30005

For additional information, please call 404-613-7944.

FULTON COUNTY PRIORITIES

As required by HUD, Fulton County must establish priorities for how it allocates CDBG funds for projects and services that benefit low- and moderate-income persons. The process of establishing priorities, goals, objectives, and accomplishments through discussing community needs with citizens during annual public meetings guide the CDBG program. The County solicits input on projects and services it should provide through its needs assessment surveys and public hearing dialogues with its residents.

The information obtained through these meetings, combined with demographic and census data research, helps the County to arrive at its priority needs. Upon identifying these needs, the information guides the selection of projects and services for funding. Documentation of these projects and services appear in an annual action plan submitted to HUD as part of a 5-year Consolidated Plan. The annual action plan is the description of how the County will implement the 5-year goals as outlined in its Consolidated Plan. Copies of the County's Consolidated Plan are available upon request. The County's Consolidated Plan priorities are:

***Please note that these priorities may change as the Housing and Community Development Division goes through Citizen Participation Meetings as part of the Consolidated Planning document process for the next 5-year strategies.**

Priority #1: Homelessness

Examples of projects under this priority are:

1. Emergency shelter
2. Transitional shelter
3. Supportive service/program

Priority #2: Affordable Housing and Housing-related Activities

Examples of projects under this priority are:

1. Affordable housing
2. Rental assistance
3. Housing rehabilitation
4. Down payment assistance for the purchase of homes
5. Rental rehabilitation

Priority #3: Non-housing Community Development

Examples of projects under this priority are:

1. Youth centers
2. Job creation and retention
3. Sidewalk improvements
4. Child care
5. Parks and recreational facilities
6. Business improvements
7. Street improvements
8. Sewer/water improvements
9. Senior services
10. Youth services

Priority #4: Special Needs

Examples of projects under this priority are:

1. Domestic abuse shelter
2. Elderly/Elderly frail shelter
3. ADA facility
4. HIV facility

Fulton County uses this information to guide its award of CDBG funds through its competitive grant application process. For funding years 2015/2016/2017, the Fulton County Board of Commissioners (BOC) has set the following specific priorities:

1. Homelessness
2. Affordable Housing and Housing-related Activities
3. Non-housing Community Development

Applicants with projects under these categories will receive higher points toward the ranking of their application.

FY 2013 Income Limits Documentation System

FY 2013 Income Limits Summary

Fulton County, Georgia

FY 2013 Income Limit Area	Median Income	FY 2013 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
		Very Low (50%) Income Limits	\$23,250	\$26,550	\$29,850	\$33,150	\$35,850	\$38,500	\$41,150	\$43,800
Fulton County	\$66,300	Extremely Low (30%) Income Limits	\$13,950	\$15,950	\$17,950	\$19,900	\$21,500	\$23,100	\$24,700	\$26,300
		Low (80%) Income Limits	\$37,150	\$42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$65,800	\$70,050

NOTE: Fulton County is part of the **Atlanta-Sandy Springs-Marietta, GA HUD Metro FMR Area**. The **Atlanta-Sandy Springs-Marietta, GA HUD Metro FMR Area** contains the following areas: Barrow County, GA; Bartow County, GA; Carroll County, GA; Cherokee County, GA; Clayton County, GA; Cobb County, GA; Coweta County, GA; Dawson County, GA; DeKalb County, GA; Douglas County, GA; Fayette County, GA; Forsyth County, GA; Fulton County, GA; Gwinnett County, GA; Heard County, GA; Henry County, GA; Jasper County, GA; Newton County, GA; Paulding County, GA; Pickens County, GA; Pike County, GA; Rockdale County, GA; Spalding County, GA; and Walton County, GA .

Income Limit areas are based on FY 2013 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2013 [Fair Market Rent documentation system](#).

FULTON COUNTY

Sample Survey Form to Document Area Benefit of Low/moderate income

CDBG HOUSEHOLD INCOME SURVEY

City/Non-Profit Agency: _____ CDBG Project: _____

CDBG Funding Year(s) _____

The City/Non-Profit Agency is planning to use federal funds through the Community Development Block Grant Program (CDBG) for _____. This survey is needed to confirm and document that the _____ project meets a CDBG national objective, specifically benefiting low- and moderate-income people. Your cooperation is needed in completing this survey. It will help compile the information needed for the U.S. Department of Housing and Urban Development (HUD).

1. How many persons, including you, live in the household? _____

2. Please check which gross income category is most appropriate for your household. The derived total gross income is from all sources received such as, salaries/wages, social security, all benefits, pensions, and any public assistance.

____ \$0-\$13,950

____ \$15,950-\$19,900

____ \$21,500-\$26,300

____ \$23,250-\$29,850

____ \$33,150-\$38,500

____ \$41,150-\$43,800

____ \$37,150-\$42,450

____ \$47,750-\$57,300

____ \$61,550-Higher

3. Female Head of Household: YES _____ NO _____

4. Number of Persons in household over 65 years of age: _____

5. Number of Handicapped Persons in Household: _____

Home Address:

Note to Interviewer:

Make sure that if more than one person in the household works or receives benefits, you record the information for each person. Please forward a copy of the survey(s) to:

Fulton County Housing & Human Services Department
Deputy Director of the Office of Housing & Community Development
137 Peachtree St., SW, Suite 300
Atlanta, GA 30303

For additional information regarding this application and the CDBG Program, you may contact Community Development Division staff at the numbers below:

Director:		
Deputy Director:	Michael (Mike) Rowicki	404-612-7187
CD Manager:	Linda Callaway	404-613-8087
CD Manager:	Jenise Jefferson	404-612-8063
Cd Manager:	Lolita Collins	404-612-8067

